



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-06-008**  
Issue Date: **01/30/06**  
Closing Date: **02/21/06**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Financial Analyst  
GS-0501-09  
Full Performance Level GS-12  
More than one position may be filled  
Competitive Service  
NTEU 243 bargaining unit position

#### VACANCY LOCATION

U. S. Patent and Trademark Office  
Office of the Chief Financial Officer  
Office of Finance  
Receipt Accounting Division  
Alexandria, VA

#### AREA OF CONSIDERATION

USPTO Employees with Status  
Current Federal Employees with Status  
Non-Status (General Public) Applicants  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees in  
local commuting area

#### DUTIES:

*Performs and assists with a variety of analyses that are structured to provide incumbent with knowledge, skills, and abilities in the application of financial management principles, procedures, and techniques. Duties typically performed include the following: participates in conducting financial analyses, audits, and/or investigations of financial data; assists in drafting policies, procedures, memos, and reports; enters and processes data into various accounts and automated systems; provides advice in specialized areas of financial management and recommendations for resolving problems; provides input in determining financial system adequacy; reviews legislation and regulations; participates in developing regulations and guidelines for program users; and performs reconciliations. Assists in the preparation of financial data supporting financial statements and responding to audit requests.*

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants **MUST** have had one year of **specialized experience** equivalent to the GS-7 grade level in the Federal service in accounting, auditing, budgeting, financial management or related work performing a variety of accounting/financial duties. The experience must demonstrate possession of particular knowledge, skills, and abilities (KSA) to perform the duties of the position.

**Specialized experience** includes the following:

- participated in conducting financial analyses, audits, and/or investigations of financial data;
- provided advice in specialized areas of financial management and recommendations for resolving problems;
- provided input in determining financial system adequacy;
- assisted in developing regulations and guidelines for program users; and
- performed reconciliations.

#### Substitution of Education for Experience:

Master's degree or two (2) full years of progressively higher level graduate education leading to a degree in accounting, finance, business administration or a directly related field. If you are qualifying based on education, you **MUST submit a copy of your transcript(s)** showing specific coursework completed **or a listing of college courses** showing course number, title, grade, type (semester/quarter hours), and number of credit hours. If you are qualifying based on education, **failure to submit the above will result in an ineligible rating**. If selected, an **official college transcript** will be required before you can report to duty.

**Graduates of foreign schools MUST** have their academic credentials evaluated through a recognized credential evaluating institution.

**Applicants are required to be U.S. citizens.**

**EVALUATION OF QUALIFIED CANDIDATES:** Will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge and ability to apply financial analysis techniques, identify trends, determine causality and interpret complex financial data.
2. Knowledge and experience with administrative support systems and procedures such as revenue collection, financial management, and procurement and the applicable governing regulations and practices.

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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3. Ability to determine the nature and extent of problem areas, develop recommendations for particular situations, and effectively present alternative solutions to management.
4. Ability to communicate effectively both orally and in writing.

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**STATUS** applicants who have held a General Schedule (GS) position **MUST** meet the time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

### **How To Apply - Submit The Following:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. College transcript or List of College Courses and Certificate of Scholastic Achievement. Status candidates may submit a copy of SF-50, Notification of Personnel Action, showing current or past classification.
5. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
6. Statement of qualifications relating to each of the Ranking Factors.

**FOR SPECIFIC INFORMATION CALL:** Dublin Byars (571) 272-6189    TDD# 1-800-828-1120 or Relay System  
For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV).

#### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

#### **WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.

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- 13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
- 14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
- 15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
- 17. Relocation expenses will not be covered.

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**